

# UNDERHILL PLANNING COMMISSION

Thursday, September 7, 2017 6:30 PM

## Minutes

**Planning Commissioners Present:** Chair Cynthia Seybolt, David Edson, Catherine Kearns, David Glidden, Johnathan Drew, Nancy Bergersen

**Staff/Municipal Representatives Present:** Andrew Strniste, Planning Director

**Others Present:** None

[6:25] The Planning Commission convened at Underhill Town Hall at 6:25pm.

[6:35] Chair C. Seybolt called the meeting to order.

[6:36] No public comments were provided. Chair C. Seybolt asked for a motion to approve the minutes of August 17, 2017. **Commissioner Drew made a motion to approve the minutes of August 27, 2017.** Commissioner Edson proposed an edit clarifying a statement he made in the previous meeting. **Commissioner Edson made a motion to approve the minutes of August 27, 2017, as amended,** which was seconded by Commissioner Drew. **The motion passed unanimously.**

[6:40] Chair C. Seybolt acknowledged her approval of both Commissioners Drew's and Edson's edits to the Planning Commission Report for the proposed bylaw edits, and asked for a motion to accept the report with the proposed edits made by aforementioned Commissioners. A discussion then ensued about the proposed edits to the Planning Commission Report made by Commissioner Drew. Specifically, Commissioner Drew stated that the report contained too much detail in some areas. Afterward, a discussion ensued about the proposed edits to the Planning Commission Report made by Commissioner Edson. Staff Member Strniste advised that Commissioner Edson had proposed substantive changes to the already approved proposed bylaw edits, and that the Commission would have to take a similar action that was discussed at the previous Planning Commission meeting – a motion to reconsider/rescind an already approved motion. Commissioner Edson advised that some of the edits were for clarification purposes. Commissioner Glidden asked if the edits could be made after the public had provided feedback; however, this proposal was rejected in an effort to avoid any appearance of deception.

[6:51] A discussion ensued about the proposed multi-dwelling structure Section, specifically that some areas of the regulations could be clarified. Commissioner Drew asked at what point does editing a regulation for clarity become a new regulation. Staff Member Strniste provided his opinion, and advised that rewording an elaborate regulation on the fly could be problematic, as he did not feel as if he had enough time to ensure that the meaning of the new regulation was the same as the meaning of the previous regulation. Chair C. Seybolt **asked for a motion to approve the Planning Commission Report as amended with Commissioner Drew's proposed edits.** Commissioner Bergersen made the motion, which was seconded by Commissioner Kearns. **The motion passed unanimously.** Commissioner Edson advised that his edit to the proposed Section 4.15 rationale should be incorporated into the report as well. The Commission agreed. Chair C. Seybolt asked for a **motion to amend the Section 4.15 rationale as recommended by Commissioner Edson.** Commissioner Drew made the motion, which was seconded by Commissioner Glidden. **The motion was approved unanimously.**

[7:05] Commissioner Edson expressed his opinion that he thought that the Planning Commission should be ready to answer at the Selectboard hearings any questions pertaining to the owner occupancy issue with detached accessory dwellings.

- [7:06] Chair C. Seybolt asked for any proposed changes to the draft notice requirement. A discussion then ensued about the draft notice which resulted in minor changes.
- [7:17] The Commissioners discussed the proposed PowerPoint presentation created by Commissioner Glidden. Chair C. Seybolt recommended that the purpose of changes slide be changed to state the following reasons: 1) better support the goals of the Town Plan, 2) clarify issues, and 3) housekeeping. Commissioner Edson voiced his concern about explicitly stating that the updates would better support the goals of the Town Plan. Chair C. Seybolt expressed her concerns about explicitly stating that the updates would increase flexibility, as she believed that people do not want flexibility. Commissioner Kearns recommended that the PowerPoint presentation include an overview slide. Additional recommendations were provided to increase the effectiveness of the PowerPoint presentation.
- [7:35] A discussion ensued about the differing districts within Underhill Center, current (Village Center Designation) and proposed (Center Village District). Staff Member Strniste recommended putting the distinguishing futures of the two districts at the end of the presentation in case the Commission needed to go into further detail to address any questions that may arise during the hearings.
- [7:40] The Planning Commission debated how to better explain the meaning of nonconforming structures since the term is a "term of art." Commissioner Kearns recommended adding a slide to explain what a nonconformity is, and in addition Chair C. Seybolt recommended providing an example of a nonconformity issue. Staff Member Strniste will change the specific property addresses on the nonconformity chart to a general term to avoid distractions.
- [7:47] Commission Glidden advised that he would be making comments for internal use for the presentation. Commissioner Glidden also provided details about the posters he plans to distribute around Town.
- [7:53] Staff Member Strniste advised that the next meeting will focus on the Capital Improvement Plan. Staff Member Strniste informed the Commission he would streamline the webpage to provide easier access to the proposed amendments. The Commission outlined the following schedule for which commissioners would post on Front Porch Forum regarding the proposed bylaw updates:

September 11, 2017 → Commissioner Drew  
September 14, 2017 → Commissioner Kearns  
September 19, 2017 → Commissioner Bergersen  
September 22, 2017 → Commissioner Glidden  
September 26, 2017 → Commissioner Phillips  
September 28, 2017 → Chair C. Seybolt  
October 1, 2017 → Commissioner Gregson  
October 3, 2017 → Chair C. Seybolt  
October 5, 2017 → Commissioner Kearns  
October 10, 2017 → Commissioner Drew

- [8:01] **Commissioner Bergersen made a motion to adjourn.** Commissioner Drew seconded the motion, which was **passed unanimously.**
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Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the September 7, 2017 meeting were accepted this 21<sup>st</sup> day of Sept, 2017.



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Cynthia Seybolt, Planning Commission Chair